

PART 301-2--GENERAL RULES

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301-2.1(a) What form do I use to authorize travel?

Users of Travel Manager will use the Travel Manager authorization default form when authorizing travel expenses. Non-users will use the Form CD-29, "Travel Order," when authorizing travel expenses.

See NTR, Chapter 300-4(a)(1) for a blank Form CD-29, and NTR, Chapter 300-4(a)(2) for a blank Travel Manager authorization default form.

301-2.1(b) Can one travel order cover a group of individuals?

Yes, travel orders for award ceremonies can include the employee and a family member, or another person whose close association with the employee is the equivalent of a family relationship. All other travel orders (including blanket travel orders and trip authorizations) must be for a single traveler only.

See DOC Travel Handbook, Chapter 301-1.102(b)(8).

301-2.1(c) Must I have a travel order if I don't plan to incur any expenses? Or, must I have a travel order if an outside source is providing all or part of my travel expenses?

Yes. A travel order is required for travel which exceeds a 50-mile radius from both the employee's home and office.

301-2.1(d) How do I show changes to a travel order that has already been signed, but travel has not taken place?

You should complete an amended travel order. Amendments should be issued to add expenses that require specific approval (e.g., to add a destination) or to show when travel is delayed more than 30 days.

301-2.1(e) What should I do if I incur expenses that are not approved on the travel order?

After travel, expenses that are not approved on the travel order must be post-approved in the remarks section of the travel voucher using the following “Reimbursement of the (specific expense(s)) as stated on the travel voucher were necessary and post-approved.” The authorizing official’s signature is required next to the statement in the remarks section.

See FTR, Chapter 301-12 and NTR, Chapter 301-2.5(a) - 301-2.5(z) for expenses that require specific authorization.

301-2.1(f) What is a blanket (limited open) travel order?

A blanket travel order is issued to pre-approve multiple trips which cannot be scheduled in advance. Blanket travel orders:

- 1) can only be issued to NOAA employees and should be limited to repetitive operational travel;
- 2) should include a specific purpose that would apply to all trips made under the blanket travel order;
- 3) should be limited as to duration and places to be visited. The duration of a blanket travel order (up to the limit of one fiscal year) will depend on the nature of the activity in which the employee, station, or field party is engaged; and
- 4) cannot be used for conferences, meetings, seminars, etc.

301-2.1(g) Can blanket travel orders be used for foreign travel?

Yes. Blanket travel orders may be used for foreign travel only when:

- 1) daily assignments are of a routine operational nature, such as cross-the-border travel to Canada, or
- 2) travel to any foreign area is an emergency, e.g., nuclear disaster clean-up, and spills of oil and hazardous materials.

301-2.1(h) Once my blanket travel order is approved, do I need to have any other approval?

Yes. All travel accomplished through blanket travel orders must be covered by individual trip authorizations. Users of Travel Manager will use the Travel Manager authorization default form for authorizing trips accomplished through blanket travel orders. Non-users will use the NOAA Form 42-5, "Trip Authorization," for authorizing trips accomplished through blanket travel orders.

Each trip accomplished through blanket travel orders must be approved by the employee's supervisor prior to travel or post-approved on the travel voucher after travel. Post-approvals should be rare and should be considered only for emergencies. *See NTR, Chapter 300-4(i) for a blank NOAA Form 42-5, and NTR, Chapter 300-4(a)(2) for a blank Travel Manager authorization default form.*

301-2.1(i) Can actual expenses be approved on my blanket travel order?

No. Actual expenses cannot be approved on blanket travel orders. Actual expenses can only be approved on individual travel orders, including trip authorizations, approved at the level of authority cited in *NTR, Chapter 301-2.5(j)*.

301-2.1(j) What form do I use to claim travel expenses?

Users of Travel Manager will use the Travel Manager voucher default form when claiming travel expenses. Non-users will use the Form CD-370, "Travel Voucher," when claiming travel expenses.

See NTR, Chapter 300-4(g)(1) for a blank Form CD-370, and NTR, Chapter 300-4(g)(2) for a blank Travel Manager voucher default form.

- 301-2.5 Who has the authority to approve most types of travel, including:**
1) premium class accommodations, 2) actual expense travel, 3) foreign travel,
4) acceptance of payment from a non-Federal source, 5) domestic travel,
6) permanent change of station (PCS) travel, 7) blanket travel, and
8) invitational travel?

This section sets forth the responsibilities assigned by the Under Secretary and Administrator to authorizing officials, and the exceptions thereto, and lists by organization title the officials who may approve official travel. Within NOAA, the following officials have the authority to approve the types of travel listed above:

Under Secretary and Administrator
Assistant Secretary and Deputy Administrator
Deputy Under Secretary
Associate Deputy Under Secretary
Director, Program Coordination Office
Chief Scientist of NOAA
Deputies, Naval and Air Force
Director, Public and Constituent Affairs
Director, Sustainable Development and Intergovernmental Affairs
Director, Policy and Strategic Planning
Director, Legislative Affairs
Director, International Affairs
General Counsel
Director of NOAA Corps Operations
Director, Commissioned Personnel Center
Director, Atlantic and Pacific Marine Centers
Director, Aircraft Operations Center
Chief Financial Officer/Chief Administrative Officer
Director, Systems Acquisition Office
Director, High Performance Computing and Communications
Federal Coordinator, Office of the Federal Coordinator for Meteorological
Services and Supporting Research
Deputy Directors, Staff Offices
Assistant Administrators
Deputy Assistant Administrators

NOAA TRAVEL REGULATION

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301-2.5(c)(i)

The following travel arrangements (301-2.5(a) - 301-2.5(z)) require specific authorization or prior approval:

301-2.5(a) Who has the authority to approve premium-class accommodations for both foreign and domestic travel?

Officials listed in *NTR, Chapter 301-2.5*

Executive Director, OAR

See FTR, Chapter 301-10.121 - 301-10.124.

301-2.5(a)(i) What form authorizes premium-class accommodations?

Form CD-334 is used to authorize premium-class accommodations. A copy of the Form CD-334 and a copy of the travel order must be submitted to the NOAA Travel Office whenever first-class travel is authorized.

See NTR, Chapter 300-4(e) for a blank Form CD-334.

301-2.5(b) Who has the authority to approve the use of foreign air carriers?

The authorizing official who approved the travel order.

See FTR, Chapter 301-10.131 - 301-10.143.

301-2.5(b)(i) Is there a standard statement I can use to authorize foreign air carriers?

Yes. *See NTR, Chapter 300-4(k) for a blank copy of the Fly America Act justification statement.*

301-2.5(c) Who has the authority to approve the use of reduced fares for group or charter arrangements?

Memoranda of request for reduced fares for group and charter arrangements must be submitted to and approved by the Director, Finance Office/Comptroller.

See FTR, Chapter 301-10.111.

301-2.5(c)(i) What information must be included in a memorandum of request for the use of reduced fares for group or charter arrangements?

The traveler must submit a memorandum of request justifying all the pertinent facts as to why specific use is necessary, and how it is advantageous to the Government, prior to issuance of the travel order. Failure to comply may result in denial of reimbursement.

301-2.5(d) Who has the authority to approve the use of cash to pay for common carrier transportation exceeding \$100?

Memoranda of request for the use of cash to pay for common carrier transportation exceeding \$100 must be submitted to and approved by the Chief, Financial Systems and Policy Division, Finance Office, or the Directors, Administrative Support Centers (ASC).

See FTR, Chapter 301-51.100 - 301-51.102.

301-2.5(d)(i) What information must be included in a memorandum of request for the use of cash to pay for common carrier transportation exceeding \$100?

Memoranda of request must fully explain why cash was used and must be accompanied by:

- A copy of the travel order;
- A copy of the passenger's ticket coupon; and
- Original travel voucher or reclaim travel voucher.

301-2.5(e) Who has the authority to approve the use of extra-fare train service for both foreign and domestic travel?

Officials listed in *NTR, Chapter 301-2.5*

Executive Director, OAR

Directors, Office of Oceanic and Atmospheric Research Laboratories, OAR

Director, National Sea Grant College Program, OAR

Director National Undersea Research Program, OAR

Director, Office of Global Programs, OAR

See FTR, Chapter 301-10.160 - 301-10.164.

301-2.5(f) Who has the authority to approve travel by ship?

The authorizing official who approved the travel order.

See NTR, Chapter 301-11.101(b)(i) - 301-11.101(b)(iv).

301-2.5(g) Who has the authority to approve a rental car?

The authorizing official who approved the travel order.

See FTR, Chapter 301-10.450 - 301-10.452.

301-2.5(h) Who has the authority to approve the use of a Government aircraft?

The authorizing official who approved the travel order.

See FTR, Chapter 301-10.260 - 301-10.262, and NTR, Chapter 301-10.500 - 301-10.508.

301-2.5(i) Who has the authority to approve payment of a reduced per diem rate?

The authorizing official who approved the travel order.

See FTR, Chapter 301-11.200.

301-2.5(j) Who has the authority to approve actual expenses for domestic travel?

Officials listed in *NTR, Chapter 301-2.5*

OFA Office Directors

Directors, All NWS Headquarters Offices

Directors, All NWS Regions

Director, NWS Training Center

Director, NWS National Data Buoy Center

Executive Director, OAR

Directors, Office of Oceanic and Atmospheric Research Laboratories, OAR

Director, National Sea Grant College Program, OAR

Director, National Undersea Research Program, OAR

Director, Office of Global Programs, OAR

Regional Administrators, NMFS

Science Directors, NMFS

Office Directors and Deputies, NMFS

Laboratory Directors, NMFS

Chief of Enforcement and Deputy, NMFS

See FTR, Chapter 301-11.300 - 301-11.306, and NTR, Chapter 301-11.307 - 301-11.311.

301-2.5(k) Who has the authority to approve travel expenses related to emergency travel?

The authorizing official who approved the travel order.

See FTR, Chapter 301-30.1 - 301-30.5.

301-2.5(l) Who has the authority to approve transportation expenses related to threatened law enforcement/investigative employees and members of their family?

The authorizing official who approved the travel order.
See FTR, Chapter 301-31.1 - 301-31.15.

301-2.5(m) Who has the authority to approve foreign travel?

Officials listed in *NTR, Chapter 301-2.5*

Executive Director, OAR

Directors, Office of Oceanic and Atmospheric Research Laboratories, OAR

Director, National Sea Grant College Program, OAR

Director, National Undersea Research Program, OAR

Director, Office of Global Programs, OAR

- Foreign travel for Presidential Appointees must be approved by the Under Secretary and Administrator.
- Foreign travel for the Director, Aircraft Operations Center, will be approved by the Director, Office of NOAA Corps Operations.
- Foreign travel for Assistant Administrators of Line Offices and Directors of Staff Offices, will be approved by the Under Secretary and Administrator, Assistant Secretary and Deputy Administrator, or the Deputy Under Secretary.
(All requests for foreign travel will be approved and processed in accordance with DOC Travel Handbook, Chapter 306, and NTR, Chapter 306.)

301-2.5(n) Who has the authority to approve acceptance of payment from a non-Federal source for travel expenses under \$25,000?

Directors, Financial Management Centers

See NOAA Finance Handbook, Chapter 4, Section 15, and FTR, Chapter 304.

301-2.5(n)(i) Who has the authority to approve acceptance of payment from a non-Federal source for travel expenses over \$25,000?

Secretary of Commerce

301-2.5(n)(ii) Who has the authority to approve an in-kind donation for travel which exceeds by \$250 the value of an expenditure (i.e., for accommodations or transportation) available under the DOC Travel Handbook? ("Exceeds by \$250" is defined as an in-kind donation which exceeds maximum allowances for official travel by \$250.)

Chief Financial Officer and Assistant Secretary for Administration, DOC

301-2.5(n)(iii) What form(s) authorizes acceptance of payment from a non-Federal source for travel expenses?

The Form CD-210 (or Form CD-342 if the donation is from a foreign government) and Part II: "Acceptance of Payment From a Non-Federal Source for Travel Expenses" authorize acceptance of payment from a non-Federal source for travel expenses. *See NTR, Chapter 300-4(b), (c), and (d) for blank forms.*

301-2.5(o) Who has the authority to approve individual travel orders related to attendance at a conference?

The authorizing official who approved the travel order.
See DOC Travel Handbook, Chapter 305-4.1 - 305-4.6.

301-2.5(p) Who has the authority to approve permanent change of station (PCS) travel for commissioned personnel?

Under Secretary and Administrator
Assistant Secretary and Deputy Administrator
Deputy Under Secretary
Director, NOAA Corps Operations

301-2.5(q) Who has the authority to approve domestic and permanent change of station (PCS) travel?

Officials listed in *NTR, Chapter 301-2.5*

Within NOAA, each Line and Staff Office is responsible for maintaining a listing of those who are authorized to approve domestic and PCS travel. For more information on this listing, call your Line or Staff Office.

(All requests for domestic travel will be approved and processed in accordance with FTR, Chapter 301, DOC Travel Handbook, Chapter 301, and NTR, Chapter 301. All requests for permanent change of station travel will be approved and processed in accordance with FTR, Chapter 302, DOC Travel Handbook, Chapter 302, and NTR, Chapter 302.)

301-2.5(r) Who has the authority to approve domestic blanket travel?

Officials listed in *NTR, Chapter 301-2.5*

Directors, All NWS Headquarters Offices

Directors, All NWS Regions

Director, NWS Training Center

Director, NWS National Data Buoy Center

Executive Director, OAR

Directors, Office of Oceanic and Atmospheric Research Laboratories, OAR

Deputy Directors, Office of Oceanic and Atmospheric Research Labs, OAR

Director, National Sea Grant College Program, OAR

Deputy Director, National Sea Grant College Program, OAR

Director, National Undersea Research Program, OAR

Director, Office of Global Programs, OAR

Deputy/Assistant Director, Office of Global Programs, OAR

Division Chiefs, Office of Oceanic and Atmospheric Research Laboratories, OAR

Regional Administrators, NMFS

Science Directors, NMFS

Office Directors and Deputies, NMFS

Chief of Enforcement and Deputy, NMFS

Directors, Center for Operational Oceanographic Products and Services, NOS

Director, Office of Response and Restoration, NOS

Chief, Hazardous Materials Response Division, NOS

Chief, Coastal Protection and Restoration Division, NOS

Director, National Centers for Coastal Ocean Science, NOS

Director, Office of National Geodetic Survey, NOS

Director, Office of Coast Survey, NOS

Director, Office of Aeronautical Charting and Cartography, NOS

See DOC Travel Handbook, Chapter 301-1.102(a)(2), and NTR, Chapter 301-2.1(f) - 301-2.1(i).

301-2.5(s) Who has the authority to approve domestic invitational travel?

Officials listed in *NTR, Chapter 301-2.5*

Directors, All NWS Headquarters Offices

Directors, All NWS Regions

Director, NWS Training Center

Director, NWS National Data Buoy Center

Executive Director, OAR

Directors, Office of Oceanic and Atmospheric Research Laboratories, OAR

Deputy Directors, Office of Oceanic and Atmospheric Research Labs, OAR

Director, National Sea Grant College Program, OAR

Deputy Director, National Sea Grant College Program, OAR

Director, National Undersea Research Program, OAR

Director, Office of Global Programs, OAR

Deputy/Assistant Director, Office of Global Programs, OAR

Division Chiefs, Office of Oceanic and Atmospheric Research Laboratories, OAR

Regional Administrators, NMFS

Science Directors, NMFS

Office Directors and Deputies, NMFS

Laboratory Directors, NMFS

Chief of Enforcement and Deputy, NMFS

Special Agents in Charge, NMFS

Division Chiefs, NMFS

Director, NOAA Coastal Services Center, NOS

Program Manager, NOAA Coastal Services Center, NOS

Director, Center for Operational Oceanographic Products and Services, NOS

Director, National Centers for Coastal Ocean Science, NOS

Director, Center for Coastal Environmental Health and Biomolecular Research at Charleston, NOS

Director, Center for Coastal Fisheries and Habitat Research at Beaufort, NOS

Director, Office of Response and Restoration, NOS

Chief, Hazardous Materials Response Division, NOS

Chief, Coastal Protection and Restoration Division, NOS

See FTR, Chapter 301-1.2 - 301-1.3, and NTR, Chapter 301-1.2(c)(1) - 301-1.4.

301-2.5(t) Who has the authority to approve travel of an immediate family member to attend award ceremonies?

Under Secretary and Administrator
Assistant Secretary and Deputy Administrator
Deputy Under Secretary
See DOC Travel Handbook, Chapter 301-1.102(b)(8).

301-2.5(u) Who has the authority to approve group travel?

1) Domestic group travel: Memoranda of request for groups of fifteen or more employees, from the same bureau, including invitational travelers, traveling to the same location or event, must be submitted to and approved by the Under Secretary and Administrator;

2) Foreign and non-foreign group travel: Memoranda of request for groups of eight or more employees, from the same bureau, including invitational travelers, traveling to the same location or event, must be submitted to and approved by the Under Secretary and Administrator.

See DOC Travel Handbook, Chapter 301-1.102(b)(7).

301-2.5(v) Who has the authority to approve air charter services for point-to-point services to satisfy a one-time need?

Memoranda of request for air charter services must be submitted to and approved by the Director, Finance Office/Comptroller.

See NTR, Chapter 301-10.500 - 301-10.508.

301-2.5(w) Who has the authority to approve long-term apartment leases for lodging of multiple travelers on temporary duty?

Memoranda of request for long-term apartment leases for lodging of multiple travelers on temporary duty must be submitted to and pre-approved by the Chief, Financial Systems and Policy Division, Finance Office.

301-2.5(w)(i) What information must be included in a memorandum of request for the use of long-term apartment leases for lodging multiple travelers on temporary duty?

- Lease period,
- Expected frequency of use,
- Cost/savings analysis justification, and
- Expected savings for lease period.

301-2.5(w)(ii) What information must be maintained once a long-term apartment lease is completed?

- The occupying traveler's name,
- Dates of occupancy, and
- Copies of travel orders.

These records must be submitted to the NOAA Travel Office with requests for lease renewals.

301-2.5(x) Who has the authority to approve per diem within the vicinity of one's official duty station or residence?

The authorizing official who approved the travel order.

*See NTR, Chapter 301-11.1(a)(i) - 301-11.1(d)(iii) for circumstances in which an approving official **may** approve per diem within the vicinity of one's official duty station or residence.*

301-2.5(y) Who has the authority to approve the issuance of a travel advance to a NOAA employee?

Memoranda of request for the issuance of travel advances to NOAA employees must be submitted to and approved by the Chief, Travel and Purchases Branch, Finance Office, or the Chief, Financial Management Division of your servicing finance office. *See NTR, Chapter 301-51 for regulations regarding the issuance of travel advances to NOAA employees, and NTR, Chapter 300-4(f) for a blank Form CD-369.*

NOAA TRAVEL REGULATION

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301-2.5(bb)

301-2.5(z) Who has the authority to change policy and/or add travel delegations to the NOAA Travel Regulations?

Memoranda of request to change policy and/or add travel delegations to the NOAA Travel Regulations must be submitted to and approved by the Director, Finance Office/Comptroller.

301-2.5(aa) Who has the authority to request exemptions from the mandatory use of the Citibank Government travel card?

Memoranda of request for exemptions from the mandatory use of the Citibank Government travel card must be signed by the Assistant Administrator, Line Office or Director, Staff Office, and be submitted thru the Director, Finance Office/Comptroller to the Chief Financial Officer (CFO). The CFO will forward requests to the DOC Chief Financial Officer and Assistant Secretary for Administration for approval. DOC must report all exemptions to General Services Administration (GSA).
See NTR, Chapter 301-51 for regulations regarding exemptions from the mandatory use of the Citibank Government travel card.

301-2.5(bb) Who has the authority to approve a conference lodging allowance for a Government sponsored conference?

Officials listed in NTR, Chapter 301-2.5
OFA Office Directors
Directors, All NWS Headquarters Offices
Directors, All NWS Regions
Director, NWS Training Center
Director, NWS National Data Buoy Center
Executive Director, OAR
Directors, Office of Oceanic and Atmospheric Research Laboratories, OAR
Director, National Sea Grant College Program, OAR
Director, National Undersea Research Program, OAR
Director, Office of Global Programs, OAR
Regional Administrators, NMFS
Science Directors, NMFS
Office Directors and Deputies, NMFS
Laboratory Directors, NMFS
Chief of Enforcement and Deputy, NMFS
See NTR, Chapter 301-741 for regulations regarding conference planning.

301-2.5(cc) Who has the authority to approve a conference lodging allowance for a non-Government sponsored conference?

The authorizing official who approved the travel order.

See NTR, Chapter 301-741 for regulations regarding conference planning.

301-2.6 Who approves my travel when the authorizing official is not physically available to sign my travel order?

Only individuals in suitable management positions should be permitted to sign for authorizing officials during their absences. The term “suitable management positions” excludes secretaries or other office staff performing duties at the clerical or other non-management levels. Authorizing officials will be responsible for travel orders approved for them in their absence.

NOAA TRAVEL ORDER NUMBER STRUCTURE**301-2.7 Who assigns travel order numbers?**

Each Line and Staff office is responsible for assigning all travel order numbers.

301-2.8 What accounting codes are required on travel orders and trip authorizations?

Every travel order and trip authorization must include a CAMS accounting classification code which would include the bureau, the project/task, organization code, and object classification code(s). Object classification codes are automatically assigned for users of Travel Manager. See the following Internet site to convert FIMA accounting codes to CAMS accounting codes:

<http://MAKOTO.RDC.NOAA.GOV/CAMS/CONVERTFIMA.HTML>. For non-users, NOAA object classification codes will be shown in block 11 of the travel order. NOAA object classification codes are found at the following Internet site: <http://www.rdc.noaa.gov/~finance>.

301-2.9 What is the format for assigning a travel order number?

The general format for structuring travel order numbers follows:

Travel order numbers must be nine characters (either numeric or alpha) without dashes (-), spaces, or any special characters. All travel order numbers **must** be unique.

Last Digit of Fiscal Year	Organization Code or Foreign Code	Type of Travel	Unique 4-Digit Sequential Number
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(1 character)	(3 characters)	(1 character)	(4 characters)
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301-2.10 What types of travel should be entered in the fifth position of the travel order number?

S - domestic single travel order
F - foreign single travel order
B - domestic blanket travel order
K - foreign blanket travel order
P - domestic permanent change of station (PCS) travel order
R - foreign PCS travel order

301-2.11 How is a domestic single travel order number assigned?

Last Digit of Fiscal Year	Organization Code	“S”-Domestic Single	Unique 4-Digit Sequential Number
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(1 character)	(3 characters)	(1 character)	(4 characters)
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For example: YXXXS0001 - domestic single travel order number

301-2.12 How is a foreign single travel order number assigned?

Last Digit of Fiscal Year	Organization Code	“F”-Foreign Single	Unique 4-Digit Sequential Number
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(1 character)

(3 characters)

(1 character)

(4 characters)

For example: YXXXXF0001 - foreign single travel order number

301-2.13 How is a domestic blanket travel order number assigned?

Last Digit of Fiscal Year	Organization Code	“B”-Domestic Blanket	Unique 4-Digit Sequential Number In Increments of 50
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(1 character)

(3 characters)

(1 character)

(4 characters)

For example: YXXXXB0050 - domestic blanket travel order number

301-2.14 How is a foreign blanket travel order number assigned?

Last Digit of Fiscal Year	Organization Code	“K”-Foreign Blanket	Unique 4-Digit Sequential Number In Increments of 50
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(1 character)

(3 characters)

(1 character)

(4 characters)

For example: YXXXXK0050 - foreign blanket travel order number

301-2.15 Are blanket travel orders used for obligating travel funds?

No, blanket travel orders are not used for obligating travel funds. Individual trip authorizations are used for obligating travel funds.

301-2.16 How is a trip authorization number assigned?

An individual trip authorization number will be a sequential number within the blanket travel order number (positions 6-9).

For example: If the blanket domestic travel order number is YXXXXB0050; the trip authorization numbers will be YXXXXB0051 through YXXXXB0099

301-2.17 How is a domestic PCS travel order number assigned?

Last Digit of Fiscal Year	Organization Code	“P”-Domestic PCS	Unique 4-Digit Sequential Number
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(1 character)	(3 characters)	(1 character)	(4 characters)
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For example: YXXXP0001 - domestic PCS travel order number

301-2.18 How is a foreign PCS travel order number assigned?

Last Digit of Fiscal Year	Organization Code	“R”-Foreign PCS	Unique 4-Digit Sequential Number
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(1 character)	(3 characters)	(1 character)	(4 characters)
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For example: YXXXR0001 - foreign PCS travel order number